Page No. 1 of 1

C-670

Agency

St. Mary's County

Division

Finance - Accounting

Item No.	Description	Retention
1.	Terminated Employees Payroll File  Files for terminated employees containing retirement and leave information. This information is not maintained by the Personnel department and is used to verify state retirement and pension payment options.	PERMANENT.* Retain in office 3 years, thereafter transfer to County Records Center and Archives.
2.	Payroll Reports  Yearly reports giving payroll data for individual employees. Includes changes in salary, benefits and withholding for each pay period. This information is used to verify insurance and retirement payment options and is part of the employment history record for individuals.	PERMANENT.* Retain in office 3 years, thereafter transfer to County Records Center and Archives.  * If no County Archives is maintained transfer to
3.	Form 941's & W-2's Withholding forms and statements for local, State and Federal taxes.	State Archives.  Retain 10 years or until all audits completed, whichever is later, thereafter destroy
4.	Cancelled Checks	Retain 7 years or until audi completed, whichever is late thereafter destroy.
5.	Cancelled Payroll Checks	Same as item 4.
6.	Paid Bills, Vouchers & invoices, receiving reports, and attached papers	Same as item 4.
7.	Daily Weekly, and Monthly Timesheets	Same as item 4.
8.	Bank Statements, books and deposit slips	Retain 3 years or until all audits completed, whichever later, thereafter destroy.
9.	Check copies, check stubs and check requests	Same as item 8.
10.	Reconcilation & Trial Balance Sheets	Same as item 8.
11.	Accomodations Tax File	Same as item 8.
13.	Energy Tax File  Mobile Home/Trailer Tax	Same as item 8.
,4-4	Schadula	authorized by

Schedule approved by Department, Agency, or Division Representative

State Archivist

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY  PAGE 1 OF 13	
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Accounting	
	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Terminated Employees Payroll	•	ATTION AND BISTOS	8. EARLIEST YEAR/LATEST YEAR 1970 TO 1990	
	<del></del>	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
Files for terminated emploinformation. This information the Official Personnel Folder pension payment options.	retirement, learned by the Person	nnel Department in		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
EXLETTER SIZE D MICROFILM	ALPHABETIC	CAL	XXX FILE DRAWER(S)	
XLEGAL SIZE COMPUTER TAPE	D NUMERICAL		D MICROFILM REEL(S)  2.5 D COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	- CHRONOLOG	ICAL,	NUMBER DOTHER(SPECIFY)	
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	CAL		
O OTHER (SPECIFY)	OTHER(SPEC	CIFY)	10. ANNUAL ACCUMULATION  XX FILE DRAWER(S)  .25  MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)	
			OTHER(SPECIFY)	
11. FILE IS USED	777		S INACTIVE AFTER	
DAILY WEEKLY	XXO MONTHLY	NUMBER	MONTH(S) 操 YEAR(S)	
Governmental Center- Finance of St. Mary's County Records Cent	office	l .	ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS XE YES  (IF YES, CITE LAW(S) & REGULAT  MD Annotated Code. State Government	rion(s)	16. AUDIT REQUI	REMENTS  ATE   FEDERAL   INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION  Permanent. Retain in office 3 years, thereafte		
□ YES XIX NO		transfer to Co	unty Records Center and Archives.	
NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE	
J. Blodgett/County Archivist	(301)475-784	4	6/22/90	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GI RECORDS MANAGEI 7278 WATEI P.O. BI JESSUP, MAR	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTORY  PAGE 2 OF 13
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance		Accounting
		DS NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	·		5. EARLIEST YEAR/LATEST YEAR  1983 TO 1990
Payroll Reports	IEFLY DESCRIBE TW	TYPES OF INFORM	
G. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Yearly reports giving payroll data for individual employees. Includes changes in salary, benefits and withholding for each pay period. This information is used to verify insurance and retirement payment options and is part of the employment history record for employees.			
7. RECORD SERIES FORMAT(S)  D LETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE	8. RECORD SERIES SEQUENCE		9. VOLUME  XXD FILE DRAWER(S)  D MICROFILM REEL(S)  2.5 D COMPUTER TAPE(S)  NUMBER D
BOUND BOOK D FLOPPY DISK	XX CHRONOLOG	I CAL	NUMBER DOTHER(SPECIFY)
AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
computer printout	OTHER(SPEC		X FILE DRAWER(S) .25  MICROFILM REEL(S) RUMBER  COMPUTER TAPE(S) . D OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY DWEEKLY	XXO MONTHLY	NUMBER D 1	MONTH(S) XXD YEAR(S)
Governmental Center - Finance St. Mary's Co. Records Center	office		ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS XXX YES  (IF YES, CITE LAW(S) & REGULA  MD Annotated Code. State Govern	rion(s)	16. AUDIT REQUII	REMENTS  ATE D FEDERAL XX INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  O YES XXP NO		Permanent. Reta	PRETENTION  ain in office 3 years, thereafter unty Records Center and Archives
NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE
J. Blodgett/County Archivist	(301) 475–7844		6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 2. DIVISION		AGENCY RECORDS INVENTURY  PAGE 3 OF 13
EFARTMENT / AGENCY			3. UNIT
St. Mary's County	Finance - Accou	nting	
		OB NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		B. EARLIEST YEAR/LATEST YEAR
Form 941's & W-2's			1975 TO1990_
6. RECORD SERIES DESCRIPTION ("IN" Withholding forms and statement copies for all employees and of	RPOSE OR FUNCTION OF THE SERIES		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	•	9. VOLUME
RXLETTER SIZE D MICROFILM	DALPHABETIC	CAL	XX FILE DRAWER(S)  D MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE	NUMERICAL.		OTHER (SPECIFY)
BOUND BOOK DELOPPY DISK	XXXXCHRONOLOGI	_	- OTHER(BPECIFI)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	:IPY)	XX FILE DRAWER(S) .5 D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY WEEKLY	RXMONTHLY	1.0	MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL St. Mary's County Records Cen Governmental Center - Finance	iter &	14. IS RECORD SI	ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUIREMENTS	
MD Annotated Code \$10-616 (h) -		NONE STATE SEPTEMBERAL DINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	RETENTION
□ YES <sup>X</sup> □ NO		Retain 10 year whichever is 1	rs or until all audits completed, later, then destroy
NAME AND TITLE OF PREPARER	20. TELEPHONE N	NUMBER	21. DATE
Jan Blodgett/County Archivist			6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 2. DIVISION		AGENCY RECORDS INVENTURY  PAGE 4 OF 13
DEFARTMENT/AGENCY			3. UNIT
St. Mary's County	Finance		Accounting
DEL HILLIAM - MECOND DEVIED.			AND USED AS A UNIT FOR
· · · · · · · · · · · · · · · · · · ·	E AS WELL AS RETE	NTION AND DISPOS	
4. RECORD SERIES TITLE Cancelled Checks			8. EARLIEST YEAR/LATEST YEAR  1979 TO 1990
	EFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
	THE SERIES.  e county governments serve as confire	ent in check numb	per order. These checks have been and checks issued.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	D ALPHARETIC	:AL	MXFILE DRAWER(S)
C LEGAL SIZE COMPUTER TAPE	X PXNUMER I CAL		☐ MICROFILM REEL(S)  6 ☐ COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	CHRONOLOGI	CAL	NUMBER   OTHER(SPECIFY)
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION
DXOTHER(SPECIFY)	OTHER(SPEC	IFY)	FILE DRAWER(S)
4" x 8"			1 D MICROFILM REEL(S)  NUMBER D COMPUTER TAPE(S)  D OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY DWEEKLY	XX MONTHLY	7 D	MONTH(S) MIXYEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL St. Mary's County Records Cente Governmental Center - finance o	r	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT	5 <sub>X</sub> ₽ NO 110N( <b>s</b> )	16. AUDIT REQUIREMENTS  D NONE STATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	D RETENTION
□ YES XØ NO		Retain 7 years or until all audits completed, whichever is later, thereafter destroy.	
	<b></b>		:
Jan Blodgett/County Archivist	20. TELEPHONE N (301) 475-784		6/22/90
	L		1

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GI RECORDS MANAGE! 7278 WATE! P.O. EX JESSUP, MAR	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY  PAGE 5 OF 13
St. Mary's County	2. DIVISION Finance		3. UNIT  Accounting
per million mecomp periles.		OS NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
Cancelled Payroll Checks			<u> 1983</u> <b>TO</b> <u>1990</u>
Files of payroll checks for county employees in check number order. These checks have been cancelled (cashed or voided) and serve as confirmation of payments and checks issued.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME  XX FILE DRAWER(S)
LETTER SIZE D MICROFILM	ALPHABETIC	CAL	4 D MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE	XX NUMERICAL		NUMBER D OTHER (SPECIFY)
AUDIO TAPE UVIDEO TAPE	CHRONOLOG	_	- OTALN(SPECIFI)
Q_OTHER(SPECIFY)	GEOGRAPHIC OTHER(SPEC		10. ANNUAL ACCUMULATION
4" x 8'	- OTHER(SPE		XXD FILE DRAWER(S)  5 D MICROFILM REEL(S)  NUMBER D COMPUTER TAPE(S)  D OTHER(SPECIEY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY WEEKLY	RXMONTHLY	7 D I	MONTH(S) 将 YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FI St. Mary's County Records Cente Governmental Center - Finance (	er	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  PYES **\frac{1}{2}XNO**	
15. ACCESS RESTRICTIONS TXYES ONO (IF YES, CITE LAW(S) & REGULATION(S)  MD Annotated Code State Government \$10-616(h)		16. AUDIT REQUIREMENTS	
17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/BOFTWARE)		18. RECOMMENDED RETENTION	
□ YES XIX NO			ars or until all audits nichever is later, thereafter
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE :
Jan Blodgett/ County Archivist (301) 475-7844			.6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	NEW OR RECORDS MANAGEMENT DIVISION FORWARD 7278 WATERLOO ROAD		AGENCY RECORDS INVENTURY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 6 OF 13	
EFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Accounting	
		OB NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Paid Bills, Vouchers& Invoices	5. EARLIEST YEAR/LATEST YEAR  1979 TO 1990			
T. INCOME SELLIES DESCRIPTION !	EFLY DESCRIBE THE THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
Alphabetical files by vendor office with accompanying docume		invoices process	sed through the finance	
	•			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
E LETTER SIZE C MICROFILM	EXALPHABET!	:AL	XXFILE DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		□ MICROFILM REEL(S)  20 □ COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL .	NUMBER   OTHER(SPECIFY)	
AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	D OTHER (SPEC	:IFY)	XE FILE DRAWER(S)	
			3 D MICROFILM REEL(S)	
			NUMBER O COMPUTER TAPE(S) OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
D DAILY D WEEKLY	XE MONTHLY	7 D NUMBER	MONTH(S) XR YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL St. Mary's County Records Cente Governmental Center -finance of	r		ERIES DUPLICATED ELSEWHERE!	
15. ACCESS RESTRICTIONS TYES	****	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULAT	100(8)	O NONE OXINTATE XXX FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED RETENTION		
□ YES XÃ NO			s or until all audits ichever is later, thereafter	
NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE	
			**	
Jan Blodgett/County Archivist (301) 475-7844		6/22/90		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE
EFARTMENT/AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance		Accounting
Dai III I I OII - IMCOIM DEII IEO-		OS NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Daily, Weekly and Monthly Times	•		5. EARLIEST YEAR/LATEST YEAR  1976 TO 1990
6. RECORD SERIES DESCRIPTION (BR	EFLY DESCRIBE TH	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
Original timesheets completed		s are filed by department.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	CEOUTHOE	
RESTER SIZE D MICROFILM			9. VOLUME XX FILE DRAWER(S)
D LEGAL SIZE D COMPUTER TAPE	XX ALPHABETICAL	-AL	□ MICROFILM REEL(S)
BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	7 □ COMPUTER TAPE(S) NUMBER □ OTHER(SPECIFY)
SAUDIO TAPE O VIDEO TAPE	_	_	
OTHER(SPECIFY)	□ GEOGRAPHICAL □ OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  THE DRAWER(S)  I MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY DWEEKLY	SI XMONTHILY		MONTH(S) STEAR(S)
St. Mary's County Records Center Governmental Center - Finance C	er	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS TO YES	S D NO	16. AUDIT REQUI	REMENTS
MD Annotated Code. State Govern	· ·	D NONE T STATE TXFEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  PYES CX NO		Retain 7 ye	ars or until all audits
NAME AND TITLE OF PREPARER	20. TELEPHONE	UMBER	21. DATE
Jan Blodgett/County Archivist	(301) 475–78		6/22/90
DGS 550-4 (REVISED 2/87)	<u> </u>		<u> </u>

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF G RECORDS MANAGES 7278 WATES P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD OX 278	AGENCY RECORDS INVENTURY  PAGE 8 OF 13	
EFARTMENT / AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Accounting	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE  Bank Statements, books and depo	•		8. EARLIEST YEAR/LATEST YEAR  1979 TO 1900	
6. RECORD SERIES DESCRIPTION (BR	THE SERIES.	E TYPES OF INFORM. INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE BERIES)	
Reports from banks on county a for reconciliation and monitor:	accounts, depositing of accounts.	slips and report	ts from departments used	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME	
Ø LETTER SIZE □ MICROFILM	- ALPHABETIC	CAL	The prayer (S) The property of	
□ LEGAL SIZE □ COMPUTER TAPE	D NUMERICAL		D COMPLITER TAPE(S)	
BOUND BOOK D FLOPPY DISK	<sup>₩</sup> XCHRONOLOG	ICAL	NUMBER   OTHER(SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S)  5 D MICROFILM REEL(S)  NUMBER D COMPUTER TAPE(S)  D OTHER(SPECIPY)	
DAILY OWEEKLY	XX MONTHLY	1 2	S INACTIVE AFTER  MONTH(S) ØXYEAR(S)	
St. Mary's County Records Center Governmental Center - Finance C	er		ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TYPE	5 Øxno	16. AUDIT REQUIREMENTS		
(IP YES, CITE LAW(S) & REGULA	rion(s)	O NONE TATE TEXTEDERAL O INDEPENDENT		
	17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION	
O YES XX NO			ars or until all audits are whichever is later, thereafter	
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Jan Blodgett/County Archivist	(301) 475-78		6/22/90	
DGS 550-4 (REVISED 2/87)		<del> </del>		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY  PAGE 9 OF 13
EFARTMENT / AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance		Accounting
DEL HILLION-MECOND BERIES.		OB NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
Check copies, Check Stubs and C	heck requests		<u>198</u> 1 <b>то</b> <u>1990</u>
6. RECORD SERIES DESCRIPTION (BRI	ued by the county	government. They are	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
A LETTER SIZE D MICROFILM	- ALPHABETIC	:AL	$_{\mathrm{X}}^{Q}$ file drawer(s)
LEGAL SIZE COMPUTER TAPE	Ž <sup>X</sup> NUMERICAL		☐ MICROFILM REEL(S)
POUND BOOK DELOPPY DISK	□ CHRONOLOGI	CAL	NUMBER OTHER(SPECIFY)
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	_	
OTHER(SPECIFY)	OTHER(SPEC		10. ANNUAL ACCUMULATION  XX FILE DRAWER(S)  -5
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
O DAILY O WEEKLY	MONTHLY	2	MONTH(S) MEXYEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL Governmental Center - Finance O St. Mary's County Records Cente	ffice	14. IS RECORD SE	ERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS D YES (IF YES, CITE LAW(8) & REGULAT	ALLIO	16. AUDIT REQUIR	REMENTS  ATE EXFEDERAL   INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED	D RETENTION
□ YES RX NO		-	s of until all audits ' l, whichever is later, thereafter
NAME AND TITLE OF PREPARER	20. TELEPHONE	VUMBER	21. DATE
Jan Blodgett/County Archivist	(301) 475-784		6/22/90
DGC EEO-A (DCVICED 9/07)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 10 OF 13	
EFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Financ	e	Accounting	
DELIGITION. VECOME SEKIES.		OS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	. VA ATTENT VA VETE	ATTON AND BIBPOS	8. EARLIEST YEAR/LATEST YEAR	
Reconcilation and Trial Balance	e Sheets	<i>:</i>	1986 <b>то</b> 1990	
6. RECORD SERIES DESCRIPTION (BRI	EFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
Worksheets for reconcilation and trial balances of county			RPOSE OR FUNCTION OF THE SEPIES) ak accounts.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	•	9. VOLUME	
XLETTER SIZE MICROFILM	D ALPHABETIC	CAL	□ MICROFILM REEL(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL	_	15 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY)	
BOUND BOOK FLOPPY DISK	⊠×chronolog1	-	- GINER(SPECIFI)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC		S FILE DRAWER(S)  .5  MICROFILM REEL(S)  RUMBER  COMPUTER TAPE(S)	
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER	
DAILY DWEEKLY	□ MONTHLY	ر ت	NUMBER DECOMES TRACTIVE AFTER	
Governmental Center - Finance Office St. Mary's County Records Center & Archives  15. ACCESS RESTRICTIONS DYES XE NO		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  UYES (XNO)  16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULAT	ION(B)	根 NONE O STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY MARDWARE/SOFTWARE)  D YES X NO		Retain 3 yea	ars or until all audits hichever is later, thereafter	
NAME AND TITLE OF PREPARER  Jan Blodgett/County Archivist (301) 475-784			21. DATE 6/22/90	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY  PAGE 11 OF 13
EPARTMENT / AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance	·	Accounting
DELINITION MECOLD DEVIES.		OB NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
Accomodation Tax			1985 TO
6. RECORD SERIES DESCRIPTION (IN IN Monthly report forms and carranged by individual owners)		d by hotel & mote	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	•	y. VOLUME xx File DRAWER(S)
XLETTER SIZE MICROFILM	XIX ALPHABETIC	AL	□ MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		I COMPUTER TAPE(S) NUMBER DOTHER(SPECIFY)
BOUND BOOK D FLOPPY DISK	CHRONOLOG		OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	:IFY)	XXD FILE DRAWER(S)  25 DMICROFILM REEL(S)  RUMBER D COMPUTER TAPE(S)  D OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY WEEKLY	XR MONTHLY		MONTH(S) A YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)		ERIES DUPLICATED ELSEWHERE!
Governmental Center - Finance	office		EGIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS EXTES	D NO	16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULAT		O NONE O STATE O FEDERAL XXP INDEPENDENT	
MD Annotated Code. State Govern	YES EXPLAIN	18. RECOMMENDED RETENTION	
D YES 本 NO		Retain 3 years thereafter des	s or until audits completed, stroy.
			, / <sub>1</sub> - 3
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
J. Blodgett	(301) 475–784	4	6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY  PAGE 12 OF 13		
(DGS 550-1) EFARTMENT/AGENCY	JESSUP, MARY	YLAND 20794	3. UNIT		
St. Mary's County	Finance		Accounting		
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR		
Energy Tax File			<u>1987</u> <b>TO</b>		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  Monthly report forms and cash receipts filed by fuel and utility companies. Files are arranged by vendor and are cumulated annually. Files are subject to County audit.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME		
EXLETTER SIZE - MICROFILM	RXALPHABETICAL		XX FILE DRAWER(S)		
D LEGAL SIZE D COMPUTER TAPE	D NUMERICAL		□ MICROFILM REEL(S) .50 □ COMPUTER TAPE(S)		
BOUND BOOK D FLOPPY DISK	□ CHRONOLOGICAL		NUMBER   OTHER (SPECIFY)		
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPECIFY)		XX FILE DRAWER(S)		
			25 DMICROFILM REEL(S) RUMBER D COMPUTER TAPE(S)		
11. FILE IS USED		12. FUE BECOME	OTHER(SPECIFY) S INACTIVE AFTER		
DAILY WEEKLY	XXII MONTHLY		NONTH(S) XX YEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FL	OOP ROOM)		DIES DID LOATED ELSEWLEDE!		
Governmental Center - Finance Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  Q YES XX NO			
15. ACCESS RESTRICTIONS XXD YES D NO		16. AUDIT REQUIREMENTS  D NONE D STATE D FEDERAL X INDEPENDENT			
(IF YES, CITE LAW(S) & REGULATION(S)  MD Annotated Code. State Government \$10-616 g					
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION			
O YES XX NO		Retain 3 years or until audits completed, thereafter destroy.			
·					
NAME AND TITLE OF PREPARER	20. TELEPHONE N	YUMBER	21. DATE		
J. Blodgett	(201) (75 70)		6 100 100		
J. Blodgett (301) 475-7844 6/22/90					

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GI RECORDS MANAGE 7278 WATEI P.O. BO	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY  PAGE 13 OF 13		
(DGS 850-1)	JESSUP, MAR	YLAND 20794			
EFARTMENT/AGENCY	2. DIVISION		3. UNIT		
St. Mary's County	Finance		Accounting		
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE  Mobile Home Tax			5. EARLIEST YEAR/LATEST YEAR  1988- TO		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND					
Monthly report forms and cash receipts filed by mobile park owners. Files are arranged by owner and are cummulated annually. Files are subject to county audit.					
			:		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	9 SEQUENCE	9. VOLUME		
QLETTER SIZE MICROFILM	₩ ALPHABETICAL		及 FILE DRAWER(S)		
D LEGAL SIZE D COMPUTER TAPE	D NUMERICAL D CHRONOLOGICAL D GEOGRAPHICAL D OTHER (SPECIFY)		O MICROFILM REEL(S)  COMPUTER TAPE(S)  OTHER(SPECIFY)  10. ANNUAL ACCUMULATION  XX FILE DRAWER(S)  O MICROFILM REEL(S)  RUMBER COMPUTER TAPE(S)		
FOUND BOOK   FLOPPY DISK					
AUDIO TAPE UVIDEO TAPE					
OTHER(SPECIFY)					
11. FILE IS USED	<u> </u>	12. 5115 855015	OTHER(SPECIFY)		
D DAILY D WEEKLY	XR MONTHLY	12. FILE BECOMES INACTIVE AFTER  3			
Governmental Center - Finance office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  D YES XE NO			
15. ACCESS RESTRICTIONS TO NO  (IF YEB, CITE LAW(S) & REGULATION(S)  MD Annotated Code. State Government §10-616 g		O NONE O STATE O FEDERAL TINDEFENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  THE YES XX NO		Retain 3 years or until audit completed, thereafter, destroy.			
NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
J. Blodgett/County Archivist	(301) 475–7844		6/22/90		
DGS 550-4 (REVISED 2/87)					